

Nevada Division of Forestry
2003 Urban and Community Forestry Grant Program

Grant Package and Application

The Nevada Division of Forestry (NDF) is accepting proposals for its Urban and Community Forestry (U&CF) Grant Program. These grant funds are available to assist Nevada communities improve the quality and sustainability of their urban and community forests, through protection, restoration, planning and management. The objective of the grant program is to assist Nevada communities develop, manage and implement their urban forestry programs, increase public awareness of tree benefits, provide tree-care education, and involve citizen volunteers in urban forestry programs.

FUNDING AVAILABILITY

- ☞ International Society of Arboriculture (ISA) Arborist Certification Exam Fees. Call your nearest NDF office (see bottom of this page) for an ISA Arborist application.
- ☞ Maximum grant request urban forestry management planning or tree assessment proposals \$8,000
 - ☞ Maximum grant request all other proposals \$5,000

GRANT TIMELINE

2003 Grant Writing Workshops

Carson City: 2:30 p.m. – 5:30 p.m., Tuesday, March 4, 2003

Elko: 2:30 p.m. - 5:30 p.m., Tuesday, March 18, 2003

Las Vegas: 12:00 – 3:00 p.m., Wednesday, March 12, 2003

Proposal due date

Proposals must be received no later than Noon, Wednesday, April 16, 2003.

Late applications will not be considered.

Send to: Urban Forestry Program, Nevada Division of Forestry
2525 South Carson Street, Carson City NV 89701-5502

Notification of Award

On or before Friday, May 23, 2003

Grant Period

Tentative final approval and Grant Period start date: July 1, 2003.

All projects must be completed by June 30, 2004.

Reporting and Reimbursement

Final report and reimbursement request are due within 60 days of project completion.

Quarterly project reports may be requested.

To sign-up for a grant writing workshop, request an ISA Arborist Application, or for information call:

- ◆ Susan Stead, Urban Forestry Program Coordinator, Carson City, (775) 684-2506
- ◆ Lisa Calderwood, Community Forester, Southern Region, (702) 486-5123 ext. 231
- ◆ John Christopherson, Forest Health Specialist, Western Region, (775) 849-2500 Ext. 243
- ◆ Tony Dietz, Community Forester, Northern Region, (775) 738-3454
- ◆ Pat Rowley, Nevada Cooperative Extension-Urban Forestry Program, (775) 784-1447

The Nevada Division of Forestry — Urban and Community Forestry Program is funded through the U.S. Forest Service and delivered in cooperation with the Nevada Cooperative Extension and the Nevada Shade Tree Council. Nevada Division of Forestry and its partners are equal opportunity servers.

Nevada Division of Forestry-Urban and Community Forestry

Grant Program Requirements

ELIGIBLE APPLICANTS

Eligible applicants include Nevada state, county and local governmental units, nonprofit groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above groups. Applicants with an outstanding debt to the Nevada Division of Forestry of 90 days or more are not eligible for NDF Urban Forestry Program grant funding.

GRANT PROJECT REQUIREMENTS

1. Projects must benefit or provide education on urban trees, community forestry programs, or solve specific needs or problems concerning a community's trees.
2. Grant funds must be matched equally, or exceeded, with non-federal project contributions. The grant match may be in-kind goods and services, contributions of materials, or cash. (Additional detail on eligible grant match on page 2.) The match must specifically relate to the proposed project and, except for project planning after approval notification, fall within the grant period. Approved projects must keep accurate records of all expenditures and calculations of in-kind contributions according to applicable federal regulations.
3. Tree planting, demonstration and renovation projects must be on state, county or city land.
4. Successful tree planting project proposal applicants and volunteers will be required to attend a training session on proper tree planting and care before project implementation.
5. Tree planting/renovation projects must be maintained for three years from the date of installation. Maintenance Specifications can be found on page 5. Maintenance costs are not eligible for grant funding.
6. Volunteer involvement must be a major component of all tree planting or tree renovation projects. Proposals for workshops or tree inventories should also include some volunteer involvement.
7. Plant materials must meet the American Standard for Nursery Stock (ANSI Z60.1). Any tree protection or maintenance projects must meet ANSI Tree Trimming and Safety Standards (Z1331.1).
8. Applicants applying for the International Society of Arboriculture (ISA) Arborist Certification Exam Fee grant must be from a community of less than 40,000-population. Applicants may include tree care workers from state, local or city entities, tree boards and green industry businesses.
9. Project must not otherwise be funded through an existing budget.
10. Projects must comply with federal, state and local laws, ordinances, and regulations. Grant funded activities must comply with federal and state equal opportunity and non-discrimination policies.

PROJECTS TO BE CONSIDERED are those that address or enhance the protection, establishment, restoration and/or the management and care of urban forestry trees. **EXAMPLES OF PROJECTS :**

1. ISA Arborist Certification. Reimbursement of the exam fee and selected travel costs to approved applicants who successfully complete the ISA Arborist Certification exam. An ISA *Study Guide* is included in the grant award. ISA exams are scheduled in Elko (tentatively) fall of 2003, and in Reno (January) and Las Vegas (spring or summer) of 2004. Call NDF for an ISA Application.
2. Community forestry program development projects. Comprehensive urban forestry planning, management, implementation, outreach or education; community, street, park or school tree inventory or assessment; community tree hazard evaluation; tree care training for public employees; arboretum establishment; community tree guides such as for demonstration urban forests and historic trees or champion trees; and efforts toward becoming a Tree City USA such as Arbor Day tree planting, tree ordinance development; tree board establishment (start-up costs, tree planting projects, tree care training and outreach).
3. Tree care education, training or outreach related to the urban forest. Includes the development, production or distribution of brochures or training materials; curriculum development; development of exhibits/audio-visual /slide programs/signage; public service announcements or newspaper inserts; and other activities that provide education and training in the benefits of trees and forests, tree care, and community forestry management.
4. Tree planting projects. For example; Arbor Day, Nevada Shade Tree Week, local celebrations, city groves, streetscapes, community gateway beautification, neighborhood parks, demonstration projects, urban conservation (windbreaks, riparian and wildlife forest corridors, soil stabilization), outdoor classrooms, school yards, arboretums, economic development/neighborhood improvement, and tree renovation projects.

ALLOWABLE COSTS

Allowable costs include ISA Arborist Certification Exam fee and selected travel costs, trees, shrubs*, and supplies required to ensure the health of plantings including irrigation** for new or existing trees, mulch/top dressing, and tree protectors. Approval of funding for topsoil, soil amendments and tree stakes are evaluated on a project by project basis. Other allowable expenses are costs related to the development, production and distribution of educational and outreach materials, tree inventory software, speaker and conference costs**, rental equipment, administration/overhead (limited to 12%), personnel, contractual and other costs essential to the success of the project. These costs are also eligible for the grant match.

**Up to 10% of the total cost of plant materials requested in the grant proposal may be for shrubs. Or, for a multi-row windbreak, up to 25% of the total cost of plant materials requested in the grant proposal may be for shrubs.*

***Refer to the following list for ineligible costs.*

Not eligible for funding are the purchase of, or costs related to t-shirts, refreshments, entertainment, ornamental grasses, forbs, turf and related costs, delivery-line irrigation, tree planting and care tools, permanent fencing, trails, hardscape, building demolition and construction, play equipment, large equipment, computers, vegetable gardens, permanent fencing, lighting, murals, and the purchase of water rights or land acquisition.

CRITERIA FOR EVALUATION OF PROPOSALS Proposals that meet the eligibility and grant project requirements listed on page 1, will be evaluated using the following criteria:

- Meets the intent of the U&CF program to implement or lead to improved levels of community tree health, protection, establishment, maintenance, planning or management.
- Increases public awareness of tree benefits, community trees, and tree selection and care.
- Degree of social, economic, aesthetic, environmental, or educational benefits to the community.
- Accessibility to the public.
- Effectiveness of minority outreach or involvement of underserved communities.
- Level of volunteer involvement, strength of education and training for volunteers.
- Extent of community support shown through donations and letters.
- Grant leverage of cash or in-kind match and donations.
- Cost effectiveness of project.
- Has other partners and cooperators involved in the project.
- Goals are specific, realistic and the project is achievable.
- Proposal plans to evaluate the project, or follow-up activities.
- Satisfactory compliance and performance by the applicant on any previous NDF funded projects.

IN KIND MATCH

In-kind matching contributions include but may not be restricted to: staff time on grant activities valued at their normal salary and documented by a time sheet; unpaid volunteer labor (valued at \$9.00 per hour and documented with sign-in sheet); cash donations; supplies or services purchased by, or donated to, the grant recipient valued at their normal rate or salary; value of equipment use or rental; consumable supplies provided for the grant (film, office supplies, postage, etc.); advertising; cost or value of refreshments served at meetings or programs; and value of discounts for supplies or services. Documentation of in-kind match provided with grant reimbursement report must include a payroll or time sheet, receipt(s), or letter, as appropriate.

NOT ELIGIBLE for the grant match are costs related to entertainment, hardscape (e.g. sidewalks), building demolition and construction, play equipment, equipment, computers, vegetable gardens, permanent fencing, lighting, murals, and the purchase of water rights or land acquisition. The services of Nevada Division of Forestry, Nevada Cooperative Extension Urban Forestry Program, the USDA Forest Service and other federal employees are not eligible unless services are provided on their personal time. NDF Conservation Camp crews may be used for match but cannot be considered as the required volunteer component.

GRANT REPORTS AND PAYMENT SCHEDULE

This is a reimbursable grant program. Unless grantee demonstrates need for a cash advance or partial reimbursement, payment of grant funds will be made when the project is completed. Reimbursement is based on actual costs documented by receipts dated within the grant period, proof of payment, and pre-approved operating expenses and documentation of grant match. On tree planting and renovation projects, a compliance check will be performed before reimbursement will be made. Grantees who fail to submit receipts, documentation of payment and a final project report **by August 30, 2003**, will **forfeit their grant funding** unless pre-approved for an extension.

Approved applicants will be required to sign Program and Financial Assurances. Copies of the Assurance forms and detailed reporting and compliance requirements are available upon request.

**2003 NEVADA URBAN AND COMMUNITY FORESTRY GRANTS (U&CF)
GRANT APPLICATION INSTRUCTIONS AND PROPOSAL FORMAT**

Grant Application Instructions

- ★ Send 1 original PLUS 6 copies. Please do not enclose proposals in folders or binders.
- ★ Proposals must be received by 12:00 p.m., Wednesday, April 16, 2003.
- ★ Proposals should be in an 8.5" x 11" format, on white or light colored paper.
- ★ Late or faxed applications will not be considered.
- ★ Submit your proposals to: Susan Stead, Urban Forestry Grant Program
Nevada Division of Forestry, 2525 South Carson Street, Carson City NV 89701-5502

Grant Proposal Format

- I. ISA Arborist Certification.** Complete Sections II, V and VI, and an ISA application, available upon request.
- II.** Complete a copy of the *Application Summary Sheet* on page 6 and use for your Proposal Cover Sheet.
- III. Purpose, Objectives and Needs.** In a few concise sentences or bulleted statements, describe or explain:
- A. The background of the project, project site or community.
 - B. The purpose of this proposal. What is the project, where is the project located, who owns the property, and who is the targeted audience?
 - C. The needs and objective(s). 1) State the reason(s) this project is needed – the issues, needs or problems this project will address or meet. 2) List the desired outcomes, results or benefits of this project – what it is you hope to accomplish.
- IV. Work Plan/Project Activities.** In a few concise sentences, bulleted statements, or lists, describe:
- A. Administration. Who will oversee the project and the paperwork?
 - B. Participants. Who are your participants (other agencies, organizations, cooperators and volunteers)?
 - C. How are the above participants involved, how many, and how will they be trained?
 - D. Describe major activities (scope of work). Include a schedule or timetable for planning and activities.
 - E. Complete the following section #1 if you are submitting a tree planting proposal, or complete section #2 if you are submitting an urban forestry planning, educational or outreach proposal.
- 1) If proposal is for a tree-planting project:**
- a) List the quantity, name, size and estimated cost for each plant species,
 - b) Include a description, list or drawing of the irrigation system.
 - c) Include a description of the soils. This can be a summary of an NRCS Soil Survey, or from a soil test. Cost of a soil test may be included in grant request.
 - d) Describe the actions you will take to ensure the project is maintained properly and adequately for a minimum of three years. Provide the name, position and telephone number of the person responsible for maintenance. If your grant request is approved, this person will sign responsibility for maintenance of the project on a form similar to the *Maintenance Specifications Sheet* on page 5. *Optional: You may also attach a letter of support/commitment from the person or agency responsible for maintenance.*
 - e) Include a site plan map that shows plant species locations, spacing between plants and the location and distance from existing plants, hardscape, powerlines, buildings or other features pertinent to planting site. The plan can be hand drawn and does not need to be drawn to scale.
 - f) Describe the irrigation system.
- 2) If proposal is for an urban forestry planning, educational or outreach project:** As applies to your project, provide the name(s) and credentials of program presenters, contractors, group or person(s) developing the management plan or education/outreach materials or performing the inventory. Include a draft or outline of the content of any proposed educational materials, signage, workshop agenda, and inventory or community forestry plan.

SECTIONS V. THROUGH VIII PROPOSAL FORMAT CONTINTUED ON NEXT PAGE

V. Estimated Project Budget. Detail the grant funds being requested and the applicant's grant match using the following budget format.

BUDGET FORMAT

FUNDS REQUESTED <i>(itemize grant funds requested under the categories listed below, as applies)</i>	
A. Costs related to tree planting, renovation, irrigation, and demonstration projects including signage and brochures.	
B. Costs related to education, outreach, community planning, and ISA Arborist Certification and travel.	
C. Administrative/overhead costs	
Total Grant Funds Requested	\$
APPLICANT NON-FEDERAL MATCH	
♦ In-Kind Services and contributions (labor, administrative services, equipment use, supplies, materials)	
♦ Volunteer Match (valued at \$9.00/hour)	
♦ Cash Match	
Total Applicant Match <i>(must equal or exceed grant funds requested)</i>	\$
TOTAL PROJECT COST	\$

EXAMPLE OF A COMPLETED BUDGET PROPOSAL

FUNDS REQUESTED	
A. Costs related to tree planting, renovation, irrigation, and demonstration projects.	
• 20 15 gallon trees @ \$80 each (list species here or in section IV. E. 1. a.)	\$1,200
• 2 (4 ft.) Balled & Burlapped trees @ \$60 each (can list out species here or in section IV. E. 1. a.)	\$120
• 1 cu yd 2 inch bark mulch for top-dressing	\$50
• Irrigation Supplies, 44 2 gph self-cleaning emitters, filter, 500' ½" poly pipe, punch, fittings	\$200
B. Costs related to education, outreach, community planning, ISA Arborist Certification & travel:	
• 5 Photo enlargements mounted on foam core \$45. Portable Display Board \$200.	\$245
Total Grant Funds Requested	\$1,815
APPLICANT NON-FEDERAL MATCH	
In-Kind Services and contributions	
• 1 Project Coordinator 30 hours @ \$14/hr (at regular salary)	\$420
• 2 Parks B & G staff at 4 hrs ea. to install irrigation delivery system @\$12/hr, (normal salary)	\$96
• Office supplies and postage for distributing project announcement, printing handouts	\$30
• Nursery discounted trees by \$10 each (22 trees)	\$220
• 2 additional Scotch Pine @ \$60 each donated by Scotch Garden Club	\$120
• Planting day refreshments provided by Del's Deli	\$50
• Backhoe rented to install main line 4 hours @ 30/hr	\$120
Volunteers 12 volunteers @ 8 hours each @ \$9.00 hour	\$864
Cash Contributions Community clean-up day fund-raiser \$200	\$200
Total Applicant Match	\$2,120
Total Project Cost	\$3,935

VI. Follow-up and Evaluation. Describe how you will evaluate or measure the success of your project. Describe any follow-up activities and potential for continuation of the project.

VII. Letter(s) of support or commitment. Please limit to a total of 4 letters for A) and B). Letters may have signatures from more than one group or person. Complete Section C if it applies to your project.

A) Your volunteer(s) or volunteer group.

B) From public officials, partners, cooperating agencies or community groups. (e.g. Mayor, Commissioners, City/County Managers, Parks Commission, local Tree or Beautification Board, School Board, Buildings and Grounds Department, Public Works, Economic Development, members of the business community, Cooperative Extension, U.S. Forest Service, Conservation District).

C) **If applies**, for tree planting or renovation projects on public property that is **not** owned by applicant organization, include letter(s) of authorization/approval as appropriate (e.g.. School Board, NDOT, city or county), that specifically grants permission for the project and clearly defines responsibilities.

VIII. Optional attachments not to exceed four pages. These might include, but are not limited to:

- ✿ additional budget details
- ✿ photos of project site
- ✿ project location maps
- ✿ brief history of previous activities relating to this project
- ✿ additional information on project coordinators or volunteers

NEVADA DIVISION OF FORESTRY - NEVADA URBAN AND COMMUNITY FORESTRY 2003 GRANT PROGRAM

MAINTENANCE SPECIFICATIONS

AT PLANTING TIME. Once tree is set in the hole, cut and remove all twine around trunk and around the root ball. Remove all burlap, and a minimum of the top 1/2 of any wire basket surrounding the root ball. Also cut any girdling roots. No fertilizer is needed at planting time or for the first growing year.

IMMEDIATELY AFTER PLANTING

1. **Watering.** Water each plant immediately and continue watering until bubbles stop rising in the watering basin. After water has soaked away, add additional soil, if needed, to eliminate air cavities or to cover exposed roots caused by soil settling. **Any plants with the top of the rootball below soil grade must be dug up and replanted so the top of the rootball is level with the surrounding soil grade.** Water weekly during the growing season.
2. **Mulching.** Topdress with shredded wood chips or other organic material, no more than four (4) inches thick, in a 3 to 4 foot diameter around the plant. Keep mulch a minimum of four (4) inches away from the tree trunk. Replenish annually to a depth of four (4) inches.
3. **Staking.** A) Always remove the grower's tree stake and ties, labels, and trunk protectors immediately after planting. B) **Support staking is NOT typically recommended nor approved for funding.** Although staking information is included with award materials and in the *Tree Care Training session* for approved grantees, it is not an indication of funding approval or need. An approved staking technique for a top-heavy deciduous tree is to drive two stakes into the ground just outside the perimeter of the planting hole and perpendicular to the prevailing winds. For each stake, attach one end of the strapping material to the stake at the lowest practical level to maintain it upright, wrap around the tree and fasten the other end to the same stake. Use a broad, soft strapping material such as a soft, wide fabric or the commercial wide, green stretchy horticulture tape. It is important that the tree is still able to move at least 4" - 6" after being staked. Cut off tops of stakes that might hit or rub the trunk or lower limbs. Other staking guidelines are provided with the grant award materials and in the workshop. **Stakes must be removed after 1 (one) year, or if stakes are left in the ground for protection purposes, remove staking ties after one year.**
4. **Tree Wrap.** Not recommended or authorized.
5. **Pruning.** Do not remove lower branches, or headback or remove the leader (main shoot) or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or of a competing leader. All pruning cuts must follow pruning guidelines that are provided with the grant award materials and in the *Tree Care* training session. For large deciduous shade trees, begin removal of lower branches in the 2nd or 3rd year to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

EXTENDED MAINTENANCE

1. **Plant maintenance.** The grantee assumes the responsibility of maintenance for three (3) years following planting. This includes watering, fertilizing, insect and disease control, weeding, structural pruning, and the removal of support stakes or ties after 1 year. The grantee is responsible for re-setting plants to an upright position or to proper grade and for the removal and replacement of any dead or severely damaged plants for a period of three years. Replacement plants must be of the same species or alternate species pre-approved by the grantor.
2. **Irrigation maintenance.** Add new emitters after the second year and move older emitters and lines further away from the trunk to encourage roots to spread. If using bubblers, additional bubblers may be necessary during the third year. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season, but, as described above, should be made larger in diameter every year.

COMPLIANCE INSPECTIONS. All trees must be alive, healthy and properly planted and maintained for project to be considered complete. Grantee shall periodically inspect the project during the three-year (3) maintenance period and immediately remedy any deficiencies. The granting agency, NDF, or its designee will periodically inspect the planting for tree health and compliance with maintenance requirements.

Nevada Urban and Community Forestry 2003 GRANT APPLICATION SUMMARY

Proposals are due no later than Noon, Wednesday, April 16, 2003

ISA Arborist Certification Exam Fee applicants: attach Application Summary to your budget and evaluation and ISA application (available upon request).

All other proposals: Attach the Application Summary as the cover page to your proposal.

Late, faxed or incomplete applications will not be considered.

- I. Applicant organization/agency _____
Address _____ City _____ Zip _____
Telephone _____ FAX _____
Project Coordinator Name/Title _____ Telephone _____
- II. Project: a) Title _____
b) Location _____
c) Purpose _____
- III. Approximate Date(s) of Project Activity(ies) _____
- IV. a) Number trees to be planted _____ b) number of shrubs to be planted _____
c) Estimated number of participating volunteers _____
- V. Budget Summary
a) U&CF Grant funding being requested this proposal \$ _____
b) Grant Match \$ _____
c) Total Cost of Project, a) + b) \$ _____
- VI. a) Tax ID Number _____ - _____ b) Grant Funds would be payable to: _____
c) Does your organization have a Nevada State Vendor Number? _____
If known, please provide the number: _____

TERMS AND CONDITIONS

Whereas, It is understood and agreed upon by the undersigned that:

1. Funds that are granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all State and Federal regulations and restrictions.
2. PROPOSED CHANGES TO THIS PROJECT as approved, will need pre-approval for budget category changes greater than 10% of the grant award and major changes to the scope of the project such as project location, design and tree species selection. Pre-approval may be requested in writing by the applicant to the Nevada Division of Forestry Urban Forestry Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.
3. The undersigned will comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352) and all requirements imposed by or pursuant to that law.
4. The undersigned HEREBY ASSURES THAT if approved, will take measures necessary to execute this agreement.

VII. Name & Title of Authorized Official (Type or Print) _____

VIII. Signature _____ **Date** _____

Return original plus six (6) copies to:

Susan Stead, Urban Forestry Program
Nevada Division of Forestry
2525 South Carson Street
Carson City, Nevada 89701-5502

FOR ADDITIONAL INFORMATION CONTACT: Susan Stead, Urban Forestry Program Coordinator, NDF Carson City Office, telephone (775) 684-2506; Lisa Hill, Community Forester, Las Vegas NDF Office, telephone (702) 486-5123 ext. 231; Tony Dietz, Urban Forester, Elko NDF Office, telephone (775) 738-3454; John Christopherson, Forest Health Specialist, NDF Western Region, telephone (775) 849-2500 Ext. 243; Patricia Rowley, Urban Forestry Volunteer Coordinator, UNR Cooperative Extension, telephone (775) 784-1447.